

Article 2: Administrative Code

Division 20: Department of Executive Services

*(“Department of Executive Services”
added 9-19-1972 by O-10924 N.S.)*

§22.2001 Department of Executive Services

The Department of Executive Services is a City Department. The Executive Assistant to the Mayor shall be the Director and administrative head of the department. He is appointed by and may be removed by the Mayor.

(“Department of Executive Services” added 9-19-1972 by O-10924 N.S.)

§22.2002 Powers and Duties of the Director of Executive Services

The Director of Executive Services (Executive Assistant to the Mayor) is the Mayor’s executive assistant. He shall, under administrative and policy direction of the Mayor, be responsible for overseeing and directing the four assistants to the Mayor and the remaining staff of the office of Mayor in providing liaison with and communication to community organizations and in the development of programs and policies.

He shall prepare for the approval of the Mayor the budget of the office of the Mayor as well as the budget of the Department of Executive Services. He has administrative responsibility for operation of the office of the Mayor and for operation of the Department of Executive Services.

He is the Mayor’s principal liaison with citizens of San Diego, the City Manager and the members of the City Council as well as with the Principal Assistant to the City Council.

Other specific duties of the Executive Assistant include but are not limited to: ordering the docketing of the Mayor’s proposals; scheduling the Mayor’s activities; assisting the Mayor in the making of appointments to City boards and commissions; representing the Mayor; and advising the Mayor on political matters involving city, state and federal affairs and other municipal affairs.

There shall be in the office of Executive Services an Assistant Director of Executive Services (Assistant to the Mayor for Communications) whose responsibility shall be to assist the Mayor with respect to communications and public information.

(“Powers and Duties of the Director of Executive Services” added 9-19-1972 by O-10924 N.S.)

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